

September 28, 2026



AGENDA ITEM 5 G

**EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEET & TRAVEL APPROVAL
(APRIL 1, 2026, THROUGH JUNE 30, 2026)**

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets and travel for the last fiscal quarter of April 1, 2026, through June 30, 2026.

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. Included in the monitoring of the items, the documentation that the Board or the Executive Committee has approved the Executive Director's timesheets and travel, at least quarterly, was requested.

As a result, staff is seeking Board approval of Greg Slay's timesheets and travel for April 1, 2026, through June 30, 2026.

OPTIONS

Option 1: Approve Executive Director's timesheets and travel for the period of April 1, 2026, through June 30, 2026.

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Executive Director's Timesheets for April 1, 2026, through June 30, 2026.

Attachment 2: Executive Director's Travel for April 1, 2026, through June 30, 2026.

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	04/10/26		
Payroll Range	03/23/26	thru	04/03/26

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	03/23/26	3		1	1	2		1
Tues	03/24/26	1	1		2	2	1	1
Wed	03/25/26	2	1		1	1	1	2
Thurs	03/26/26	2		2	1	2		1
Fri	03/27/26	2			5	1		
Mon	03/30/26	5				1		2
Tues	03/31/26	4			1	2		1
Wed	04/01/26	3	2		1	2		
Thurs	04/02/26	6	2					
Fri	04/03/26		3	2	1	1	1	

Hours

Activity

- 8 Admin, staff meeting, Woodville Hwy, TA, T2H Trail, ITS Master Plan
- 8 Admin, U-SDK, TA, Orchard Pond Trail, public record request, N. Monroe
- 8 Admin, Matlow crash data, TA, Orchard Pond Trail, N. Monroe
- 8 Admin, ARPC meeting, ITS Master Plan, HIN
- 8 Admin, TA prioritization meeting, ITS
- 8 Admin, MPOAC, SS4A Grant webinar, ITS,
- 8 Admin, staff meeting, MPOAC, Orchard Pond, W. Tenn
- 8 SS4A grant agreement, MPOAC,
- 8 Admin, MPOAC, crash data
- 8 Crash data, SE data, Branding/logo, website

EMP NAME:	Greg Slay	PAYROLL DATE:	4/10/26	
EMP #	14156	DATE RANGE:	3/23/26	4/3/26
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/23/26			
Tues	3/24/26			
Wed	3/25/26			
Thurs	3/26/26			
Fri	3/27/26			
Mon	3/30/26			
Tues	3/31/26			
Wed	4/1/26			
Thurs	4/2/26			
Fri	4/3/26			
Comments:				
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.  April 3, 2026				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

04/24/26

Payroll Range

04/06/26

thru

04/17/26

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	04/06/26	3	2	1		1		1
Tues	04/07/26	1	1	1	1	4		
Wed	04/08/26	2		2	1	2		1
Thurs	04/09/26	3		2		1		2
Fri	04/10/26	2	2		1	2		1
Mon	04/13/26	2				6		
Tues	04/14/26		3		1	2		2
Wed	04/15/26	2		1	1	1		3
Thurs	04/16/26	3		1	1	2		1
Fri	04/17/26	2	2			2		2

Hours

Activity

8

Admin, crash data, SE data,ITS, N. Monroe

8

Admin, U-SDK, ITS Master Plan, Bike Work Group

8

Admin, ITS, Starmetro, SS4A

8

Admin, census data, ITS, SS4A

8

Admin, crash data, TA agenda item, N. Monroe

8

Admin, Bike Work Group

8

Crash data, Orchard Pond, HIN

8

Admin, ARPC, ITS, HIN, SS4A

8

Admin, MPOAC ED Eval, US 90 West, HIN

8

Admin, crash data, ITS, HIN

EMP NAME:	Greg Slay	PAYROLL DATE:	4/24/26	
EMP #	14156	DATE RANGE:	4/6/26	4/17/26
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/6/26			
Tues	4/7/26			
Wed	4/8/26			
Thurs	4/9/26			
Fri	4/10/26			
Mon	4/13/26			
Tues	4/14/26			
Wed	4/15/26			
Thurs	4/16/26			
Fri	4/17/26			
Comments:				
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.  4-17-26				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	05/08/26		
Payroll Range	04/20/26	thru	05/01/26

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	5/8/26	
EMP #	14156	DATE RANGE:	4/20/26 5/1/26	
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/20/26		4	
Tues	4/21/26		5	
Wed	4/22/26			
Thurs	4/23/26			
Fri	4/24/26			
Mon	4/27/26			
Tues	4/28/26			
Wed	4/29/26			
Thurs	4/30/26			
Fri	5/1/26			
Comments:				
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.  5-1-26				
EMPLOYEE SIGNATURE		DATE		

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *05/22/26*
 Payroll Range *05/04/26* thru *05/15/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	05/04/26	5			1	1		1
Tues	05/05/26	4				2		2
Wed	05/06/26	2		2	1	2		1
Thurs	05/07/26	8						
Fri	05/08/26	3		1	1	1		2
Mon	05/11/26	2	2	1	1	2		
Tues	05/12/26	2	2	3	1			
Wed	05/13/26		1	2	1	2		2
Thurs	05/14/26	4	2			2		
Fri	05/15/26	2	2			2		2

Hours

Activity

8 Admin, sick leave,
 8 Admin, sick leave, TDP, N. Monroe
 8 Admin, MPOAC, Orchard Pond PD&E, Logo, N. Monroe
 8 Personal day
 8 Admin, MPOAC, UPWP, School Board SS4A, N. Monroe

 8 Admin, Crash data, ITS, School crossing technology
 8 Admin, crash data, ARPC SS4A
 8 RMP data, T2H, Orchard Poand, HIN
 8 Admin, Federal Planning Findings, crash data, regional trails
 8 Admin, crabs data, regional trails, ITS, HIN

EMP NAME:	Greg Slay	PAYROLL DATE:	5/22/26
EMP #	14156	DATE RANGE:	5/4/26 5/15/26
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	5/4/26		4
Tues	5/5/26		2
Wed	5/6/26		
Thurs	5/7/26		8 - Personal Day
Fri	5/8/26		
Mon	5/11/26		
Tues	5/12/26		
Wed	5/13/26		
Thurs	5/14/26		
Fri	5/15/26		
Comments:			
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EMPLOYEE SIGNATURE		DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

06/05/26

Payroll Range

05/18/26

thru

05/29/26

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	05/18/26	2		1	1	1		3	8	Admin, staff meeting, PPLs, TIP/PPL public meeting
Tues	05/19/26	8							8	Admin, committees, U-SDK,
Wed	05/20/26	8							8	Emancipation Day Holiday
Thurs	05/21/26	8							8	PER Leave
Fri	05/22/26	8							8	PER Leave
Mon	05/25/26	8							8	Memorial Day Holiday
Tues	05/26/26	8							8	PER Leave
Wed	05/27/26	3		1	4				8	RMP data, T2H, Orchard Poand, HIN
Thurs	05/28/26	2		1	2	2		1	8	Admin, Federal Planning Findings, crash data, regional trails
Fri	05/29/26	2	2		2			2	8	Admin, crabs data, regional trails, ITS, HIN

EMP NAME:	Greg Slay	PAYROLL DATE:	6/5/26
EMP #	14156	DATE RANGE:	5/18/26 5/29/26
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	5/18/26		
Tues	5/19/26		
Wed	5/20/26		8h
Thurs	5/21/26	8	
Fri	5/22/26	8	
Mon	5/25/26		8h
Tues	5/26/26	8	
Wed	5/27/26		
Thurs	5/28/26		
Fri	5/29/26		
Comments:			
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.  5-29-26			
EMPLOYEE SIGNATURE			DATE

CRTPA TASK SHEET

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *06/19/26*
 Payroll Range *06/01/26 thru 06/12/26*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	06/01/26	2	2		2	1	1	
Tues	06/02/26	5	2	1				
Wed	06/03/26	3		1	1		2	1
Thurs	06/04/26	2				2	3	1
Fri	06/05/26	2	2		2	2		
Mon	06/08/26	2	2		2	1		1
Tues	06/09/26	3	2		2	1		
Wed	06/10/26	2		2	2	2		
Thurs	06/11/26	2		2	2	1		1
Fri	06/12/26		2	2	2			2

Hours

Activity

8 Admin, staff meeting, PPLs, TIP/PPL public meeting
 8 Admin, committees, U-SDK,
 8 Admin, Briefing (O'Keefe),
 8 Admin, regional trails, OP Public meeting, N. Monroe
 8 Admin, crash data, PPLs, OP PD&E

 8 Admin, audit, crash data, TIP/PPLs, regional trails, N. Monroe
 8 MPOAC, audit, crash data, TIP/PPLs, ITS
 8 Admin, MPOAC, TIP, regional trails
 8 Admin, FDOT/Chamber meeting, TIP/PPLs, Monroe sidewalks, HIN
 8 Crash data, reauthorization, HIN

EMP NAME:	Greg Slay	PAYROLL DATE:	6/19/26	
EMP #	14156	DATE RANGE:	6/1/26	6/12/26
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/1/26			
Tues	6/2/26			
Wed	6/3/26			
Thurs	6/4/26			
Fri	6/5/26			
Mon	6/8/26			
Tues	6/9/26			
Wed	6/10/26			
Thurs	6/11/26			
Fri	6/12/26			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

07/03/26

Payroll Range

06/15/26

thru

06/26/26

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	06/15/26	5		1	1			1
Tues	06/16/26	2		1	2	3		
Wed	06/17/26		2	2		2		2
Thurs	06/18/26	3		1	1	2		1
Fri	06/19/26	2		1			5	
Mon	06/22/26	3				3		2
Tues	06/23/26	4			1	2	1	
Wed	06/24/26		2	2		2		2
Thurs	06/25/26	2	2	2	2			
Fri	06/26/26	2	3	2		1		

Hours

Activity

8

Admin, Board meeting, BASICS Act, HIN

8

Admin, PPLs, D3 ITS Master Plan, ITS

8

Crash data, ITS, N. Monroe

8

Admin, MPOAC, PPLs, W. Tenn

8

Admin, census data, W. 90 Feasibility Study

8

Admin, MPOAC, audit, ITS, regional trails, HIN, N. Monroe

8

Admin, PPLs, Logo, W. 90 FS, website

8

Crash data, CFR P 200 revisions, ITS Master Plan, regional trails

8

Admin, crash data, CFR 200, TIP/PPLs

8

Audit, MPOAC, crash data, BASICS Act,

EMP NAME:	Greg Slay	PAYROLL DATE:	7/3/26	
EMP #	14156	DATE RANGE:	6/15/26	6/26/26
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/15/26			
Tues	6/16/26			
Wed	6/17/26			
Thurs	6/18/26			
Fri	6/19/26			
Mon	6/22/26			
Tues	6/23/26			
Wed	6/24/26			
Thurs	6/25/26			
Fri	6/26/26			
Comments:				
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.  Jne 26, 2026				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

Payroll Date

07/17/26

Payroll Range

06/29/26

thru

07/10/26

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	06/29/26	4	1			2		1
Tues	06/30/26	7	1					
Wed	07/01/26	5	1	1	1			
Thurs	07/02/26	4	2			1		1
Fri	07/03/26	8						
Mon	07/06/26	8						
Tues	07/07/26	8						
Wed	07/08/26	8						
Thurs	07/09/26	3		1	1	2		1
Fri	07/10/26	2	2			2		2

Hours

Activity

8

Admin, MPOAC, audit, crash data, Orchard Pond, Trail wayfinding, N. Monroe

8

Admin, Audit, MPOAC P&T, crash data

8

Admin, email issue, EIN #, audit,

8

Admin, consultant meetings, crash data, ITS Master Plan, N. Monroe

8

Holiday

8

Personal leave

8

Personal leave

8

Personal leave

8

Admin, legislative review, regional trails, N. Monroe

8

Admin, crash data, ITS Master Plan, N. Monroe

EMP NAME: Greg Slay		PAYROLL DATE: 7/17/26		
EMP # 14156	DATE RANGE: 6/29/26		7/10/26	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/29/26			
Tues	6/30/26			
Wed	7/1/26			
Thurs	7/2/26			
Fri	7/3/26			
Mon	7/6/26	8		
Tues	7/7/26	8		
Wed	7/8/26	8		
Thurs	7/9/26			
Fri	7/10/26			
Comments:				
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.  July 10, 2026				
EMPLOYEE SIGNATURE			DATE	

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 0000000632	
Employee David Slay	Employee ID 14156
Reference	Business Purpose Workforce Training / Workshops

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant		Location		
04/28/2026	P-CARD TRAVEL EXPENSES	☒	☒		Pay to Employee	308.00 USD	1.00	308.00 USD
Hotel Charge								
04/28/2026	P-CARD TRAVEL EXPENSES	☒	☒		Pay to Employee	95.07 USD	1.00	95.07 USD
Rental Car Charge								
04/29/2026	FUEL		☒		Pay to Employee	55.65 USD	1.00	55.65 USD
Gas Charge								
04/30/2026	FUEL		☒		Pay to Employee	40.79 USD	1.00	40.79 USD
Gas Charge								
04/28/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner						098		
04/30/2026	TOLLS			☒	Pay to Employee	8.06 USD	1.00	8.06 USD
Tolls charge								
04/29/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast						098		

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	460101	MITCHELY		05/05/2026	8/6/2026	Page 1 of 2

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 0000000632	
Employee David Slay	Employee ID 14156
Reference	Business Purpose Workforce Training / Workshops

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location	
04/29/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch							098	
04/29/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner							098	
04/30/2026	BREAKFAST				Pay to Employee	20.00 USD	1.00	20.00 USD
Breakfast							098	
04/30/2026	LUNCH				Pay to Employee	22.00 USD	1.00	22.00 USD
Lunch							098	
04/30/2026	DINNER				Pay to Employee	33.00 USD	1.00	33.00 USD
Dinner							098	

Employee Expenses	690.57 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	403.07 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	287.50 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	460101	MITCHELY		05/05/2026	8/6/2026	Page 2 of 2